DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

REPLY TO
ATTENTION OF:

NOV 0 5 2010

IMSE-POL-PW

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum DPW-01 – JRTC and Fort Polk Leadership in Energy Self-Sufficiency and Security

1. Purpose. This memorandum establishes installation policy, outlines leadership responsibilities, and commits the JRTC and Fort Polk to meet Army energy goals for conserving energy, reducing our dependence on fossil fuels and reducing greenhouse gas emissions, and improving energy self-sufficiency and security.

2. Applicability. This policy applies to commanders, directors, and supervisors of the JRTC and Fort Polk including the leadership of all tenant and contractor organizations.

3. General. In order to meet our energy goals, all installation leaders must recognize that energy efficiency and security are critical elements in supporting mission readiness. We must make progress on a broad front and in a timely manner if we are to achieve our goals.

4. Policy.

a. Objective. JRTC and Fort Polk will meet the various mandates and directives of Federal laws, statutes, Executive Orders, DoD policies, and Army policies concerning energy efficiency, conservation, self-sufficiency and security.

b. Commanders, directors, supervisors, tenant and contractor activity directors will:

(1) Implement energy conservation initiatives and establish accountability for performance throughout supervisory chains.

(2) Appoint an Energy Awareness Officer (EAO) on orders IAW the directions in Appendix A.

(3) Develop organizational specific methods and practices to reduce energy consumption, improve energy efficiency, and increase use of alternative and renewable fuels.

(4) Plan, promote, and conduct energy awareness activities throughout the organization.

(5) Increase energy self-sufficiency and security IAW Appendix A.

(6) Establish organizational targets in support of installation energy conservation goals and objectives.

5. Responsibilities. JRTC and Fort Polk Commanders, directors, supervisors, and leadership of tenant and contractor organizations will incorporate this policy into all activities conducted under their purview.

6. This policy will remain in effect until superseded or rescinded.

7. Proponent for this policy is the Directorate of Public Works, at COMM (337) 531-4508 or DSN 863-4508.

Encl
Appendix A

JAMES C. YARBROUGH
Brigadier General, USA
Commanding

DISTRIBUTION:
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APPENDIX A
Command Policy Memorandum DPW-01, JRTC and Fort Polk Leadership in Energy Self-Sufficiency and Security

1. Garrison Commander (GC) will:

a. Direct and maintain overall responsibility for installation-wide implementation of the various mandates and directives of Federal laws, statutes, Executive Orders, DoD polices, and Army policies concerning energy efficiency and conservation.

b. Provide support, resourcing, and guidance to the Installation Energy Manager (IEM) to ensure all installation units, directorate, tenant and contractor activities comply with energy efficiency and conservation requirements and policies.

2. Commanders, Directors, Supervisors, Tenant and Contractor Activity Directors will:

a. Appoint on orders an Energy Awareness Officer (EAO) to serve as the organization's single point of contact (POC) and coordinator for all energy conservation matters and serve as action officer for development of organizational specific methods and practices to reduce energy consumption.

b. Coordinate all organizational energy conservation efforts and requirements with the IEM through MSC/Directorate EAOs.

c. Utilize organizational Environmental Compliance Officers (ECOs) to support MSC/Directorate level EAOs to accomplish all energy conservation requirements.

d. Take actions to ensure the conservation measures listed in Appendix A of the JRTC and Fort Polk Energy Conservation Measures Policy (Command Policy Memorandum DPW-02) are implemented and followed.

e. Report through MSC/Directorate EAOs, organizational energy consumption data and energy conservation plans, progress, and lessons learned to the IEM IAW the format and schedule specified by the IEM.

f. Provide support, resourcing, and guidance to MSC/Directorate EAOs and ECOs to ensure the organization complies with energy efficiency and conservation requirements and policies.

g. Attend quarterly Environmental Quality Control Committee (EQCC) meetings to align organizational energy conservation and environmental efforts with installation sustainability requirements and strategies.

h. Ensure all new and replacement office equipment, whether owned or leased, will comply with the Energy Policy Act of 2005 (EPACT) Energy Star® requirements. New, leased, and purchased office equipment will have power saving features; those features will be enabled at delivery as specified.

i. Ensure all new and replacement electrical equipment and appliances will be in the top 25 percent of the energy efficient products available, as recommended by the web site www.energystar.gov.

j. Replace fleet vehicles with hybrid or electric vehicles where practical when vehicles are replaced, purchased, or newly leased.

3. Installation Energy Manager (IEM) will:

a. Manage installation-wide day-to-day implementation of the various mandates and directives of Federal laws, statutes, Executive Orders, DoD polices, and Army policies concerning energy efficiency and conservation as directed by the GC or his designed representative.

b. Monitor and report installation-wide energy conservation efforts and progress to the GC or his designed representative, and the EQCC quarterly or as directed.

c. Attend installation energy awareness training provided by DPW-ENRMD within 90 days of the effective date of the appointment as IEM and complete annual refresher training.

d. Provide guidance and direction to organization's senior MSC/Directorate level EAOs and monitor their progress in accomplishing all EAO tasks and requirements.

e. Obtain, consolidate and analyze energy conservation data and reports from organization's senior MSC/Directorate level EAOs.

f. Coordinate, review and analyze all installation-wide energy conservation projects and proposals prior to implementation.

4. MSC, Directorate, Tenant and Contract Activity level EAOs will:

a. Coordinate organizational energy conservation programs and efforts with the IEM and report organizational energy reduction progress to the IEM quarterly IAW the format specified by the IEM.

b. Attend installation energy awareness training provided by DPW-ENRMD within 90 days of the effective date of the appointment as EAO and complete annual refresher training.

c. Develop an MSC/Directorate energy conservation SOP that is enforced by the organization and develop MSC/Directorate level energy conservation objectives and targets that are aligned with installation energy conservation objectives, targets, and policies.

d. Monitor and document MSC/Directorate energy conservation efforts and progress on meeting installation and organizational energy conservation goals, objectives, targets, and policy requirements.

e. Provide direction, guidance, and assistance to ECOs and ensure they are provided sufficient time and support as needed to implement energy conservation program requirements for their assigned facilities.

f. Ensure the MSC/Directorate has a viable consolidation plan for use of facilities when the unit deploys and moves to the field, using as few buildings/spaces as possible, even sharing with other units.

g. Record and document monthly utility meter readings for all assigned buildings/facilities and report data to the organization's leadership and the IEM as directed. Meter readings must be taken within the same week each month and readings will be maintained as directed by the IEM.

h. Perform an assessment of the facility's heating, ventilation, and air conditioning (HVAC) systems to ensure the following energy conservation measures are fully implemented:

(1) During the heating season, temperatures in occupied facilities will be maintained in the range of 70-74°F during working hours; heating setback temperatures during unoccupied times shall be set at 50-60°F.

(2) Temperatures in warehouses and similar active working spaces, like maintenance bays, shall be set to 55-65°F during occupancy and 40-50°F during unoccupied heating season periods. Warehouses will not be heated if they are usually devoid of human activity, and if freezing and condensation are not issues.

(3) Wherever mechanical cooling is authorized, working and living spaces shall be maintained in the range 72-76°F when occupied and 80°F during unoccupied times without the need to monitor relative humidity for mold and bacteria control. The temperature can be raised above 80°F during unoccupied times if the relative humidity is monitored and maintained between 30 and 60 percent to control mold and bacteria. Maintain the relative humidity of childcare facilities between 30 and 50 percent at all times per UFC 4-740-14. Space temperature for medical and medical research operations will comply with these standards unless exempted by UFC 4-510-01. Museum activities recognized by the Center of Military History shall maintain heating and cooling IAW AR 870-20.

i. Perform an annual facility assessment for heated/cooled facilities for the following:

(1) Inspect for heat loss or gain due to outside air entering a building through cracks around windows, doors, and through the outside shell of the structure. Submit repair requests to DPW Work Management Center at 531-6837 or 531-1379.

(2) Inspect weather stripping and caulking, and request repair when needed by submission of a service order. Submit repair requests to the DPW Work Management Center at 531-6837 or 531-1379.

(3) Verify that loading docks connecting a conditioned space to an unconditioned space have dock curtains.

(4) Where appropriate, ensure that the hot water temperature for the facility is no higher than 120°F.

(5) Verify that all light switches are marked to remind occupants to turn off the lights when not needed.

(6) Verify with the Directorate of Emergency Services (DES) that the minimum numbers of interior and exterior lights are energized for safety and security. Inoperative lights or excessive lighting will be reported to DPW.

(7) Personally-owned appliances may be approved under certain circumstances where a legitimate need such as a personal medical condition requiring refrigeration of medicines or physical disability requiring personal electrical appliances (such as nebulizer or particulate filter) exists. These cases will be considered on a case-by-case basis with concurrence by the labor relations office and approved by the Garrison Commander. All personal appliances should meet Energy Star® standards where appropriate and available.

(8) Validate window air conditioner exemptions. Unauthorized units shall be removed.

j. Take an active role to promote the following on a daily basis:

(1) All outside doors and windows remain closed and well sealed at all times. If windows are cracked or missing, submit a service order to the DPW Work Management Center.

(2) Exterior lighting is off during the day. If exterior lights cannot be controlled, submit a service order.

(3) Building lights are turned off when the facility is unoccupied except those needed for security.

(4) Interior lighting fixtures, walls, and floors will be kept clean.

(5) Turn off all or part of the overhead industrial lighting in hangars, warehouses, shops, etc., as operations and lighting conditions permit. Use task lighting for specific lighting requirements on the work floor.

(6) Set all computers and equipment to put monitor in sleep mode after 20 minutes and off after 60 minutes. Contact your computer help desk for assistance.

(7) Shut down all personal computers (PCs), monitors, dedicated printers, and ancillary equipment at the end of the workday. Any updates that the NEC schedules for computers will be installed when the computer is turned on the next day.

(8) Turn off common copiers and printers at the close of business unless there is an operational need to keep them on.

(9) Turn off the power to small transformers attached to office equipment, cell phone chargers, etc. when not in use.

(10) Turn off all PC speakers, scanners, and ancillary equipment when not in use. Fax machines are only authorized to be left on 24-hours a day if mission essential.

(11) Office kitchen appliances are turned off when not in use.

(12) Personal and government-owned portable resistive electric heaters are prohibited in areas that are centrally heated.

5. Director of Public Works will:

a. Appoint on orders an IEM to monitor implementation of command guidance, manage, plan, and coordinate installation-wide energy conservation efforts as directed by the GC.

b. Ensure replacement and renovations use photovoltaic lights for outside and parking areas where practical. Take actions to ensure photovoltaic lights are used for outside and parking areas where practical.

c. Ensure all new, replacements, and renovations in facilities will incorporate the following technologies where possible:

(1) High efficiency geothermal heat pumps (EER rating 20 or above) or high efficiency air conditioning (SEER rating 18 or above) with gas heat (95 percent efficient or above).

(2) Photovoltaic cells for electrical generation.

(3) Energy management systems for HVAC and lighting controls.

(4) Motion sensor controlled lighting.

(5) Low energy lighting such as LED or fluorescent lights.

(6) Upgraded insulation.

(7) Thermal pane windows.

(8) Storm windows and storm doors or entrance atriums.

(9) Solar window screens.

(10) Electric meters, gas meters, and water meters.

(11) Energy efficient electric motors.

(12) Power factor correction devices on electric motor installations of 30 Hp and larger.

(13) Low flow shower heads and water saver water closets.

d. Implement the low-cost or no-cost energy conservation measures as delineated below:

(1) Interior Lights: Install occupancy sensors in hallways and common areas.

(2) Motors: All motors and pumps that have automatic controls will be operated in the auto mode and not in the manual mode that causes them to run 24/7. Consider timing controls for pump motors during high-use or high-demand times. Replace all motors and pumps with high-efficiency Energy Star equipment every time a replacement is required. Prohibit rewinding or replacing with the same efficiency.

(3) Light Bulbs: Existing incandescent bulbs will be replaced with compact fluorescent, fluorescent, LED, or Energy Star-rated laminars. Remove all incandescent lights from supply inventories and prohibit the purchase of incandescent replacement bulbs by units on the installation.

(4) Gaps Around Doors and Windows: Install or replace all weather stripping on every entryway where a gap or light is visible. Caulk all joints, window frames, door jambs, and any penetrations from the outside of the building.

(5) Exit Lights: Replace all exit lighting with LED lighting fixtures.

(6) Wiring and Switching: Rewire all indoor lighting that is on 24/7, except LED exit fixtures required by code, to be on either switches or motion sensors. If there is a security or safety issue, motion sensor control meets the requirement.

(7) HVAC Filters: Replace the filters and check the tension on fan drive belts every 30 days during the heating season; routinely inspect and replace filters in accordance with FM guidance. Check and replace filters every 90 days at a minimum.

e. New construction and major renovation of buildings will comply with the guiding principles set forth in the Federal Leadership in High Performance and Sustainable Buildings Memorandum of Understanding (2006).

f. Meet established installation LEED/sustainable design and development goals and supporting targets.

g. Meet established installation water efficiency goals and supporting targets.